# How to TPR a Child from a Biological Family Case
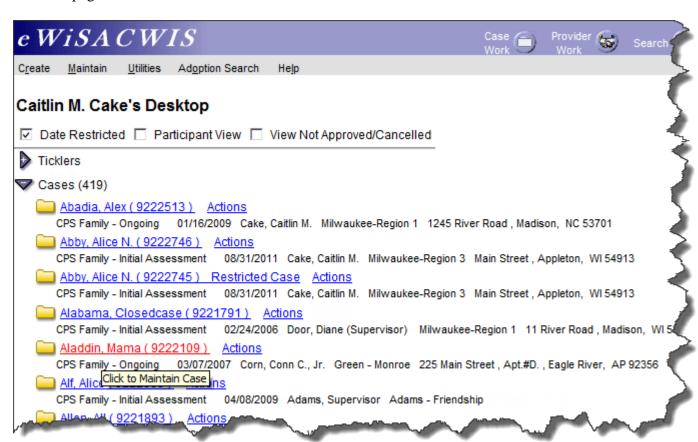
**Note:** These steps do NOT apply to DMCPS and State Adoptions would prefer to be responsible for TPRing any child who will be transferred to the State Adoption program post-TPR.

**Note:** Prior to completing these steps please make sure that the county Out of Home Placement for the child is closed with an end date of the day prior to the TPR being granted by the courts. This will ensure that the payments are accurate for both the County and the State Adoptions unit.
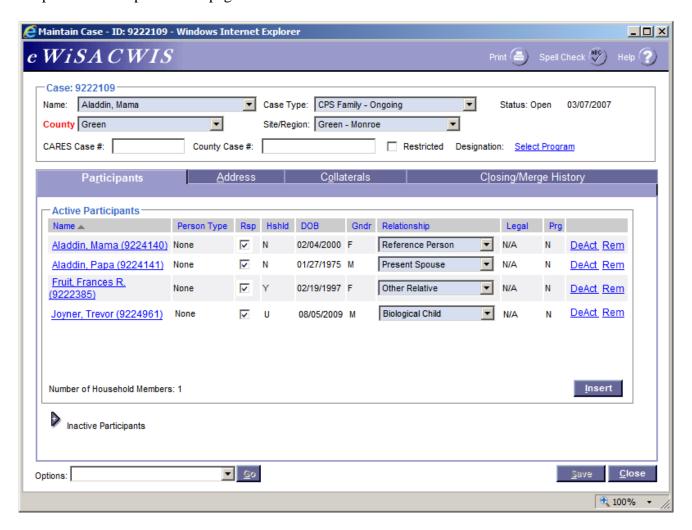
## De-Activating the Child post-TPR

Once the courts have granted the TPR, the following steps should be completed in the following order:

- The worker should document the legal status for the TPR hearing in the CPS Family case.
- The worker should close the child's open, out-of-home placement with the end date being the day before the TPR hearing and the end reason being "Transfer to (SRO/NRO/NERO/WRO) Region."
- The worker can then either continue to provide services to the family and manage the CPS Family case (if they have additional children who have not been TPR'd) or, the county worker can choose to close the CPS Family case once they have completed all necessary documentation. If the county worker chooses to close the CPS Family case they will need to close/terminate all plans as appropriate.

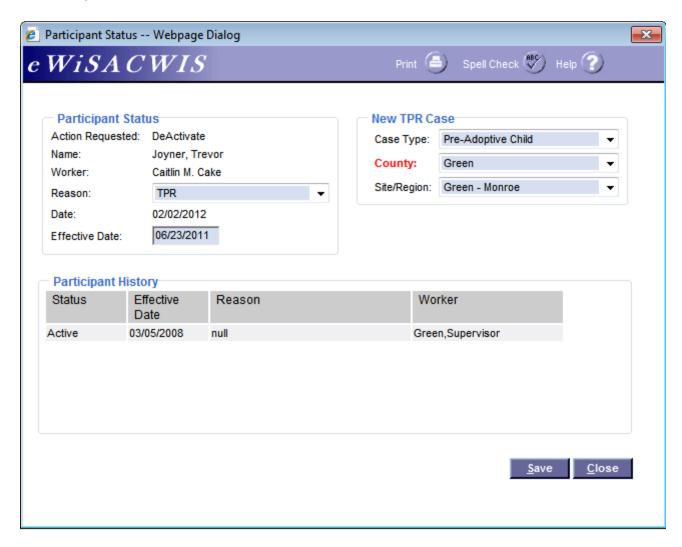1. On the desktop, click on the case name for the child who is to be TPR'd. This will open the Maintain Case page.
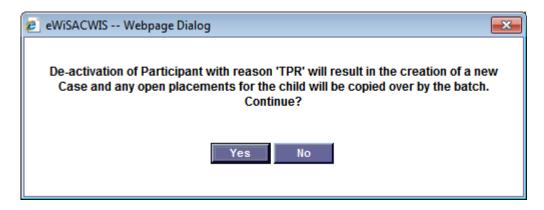
2. On the Maintain Case page, select the DeAct hyperlink for the child who is being TPR'd. This will open the Participant Status page.
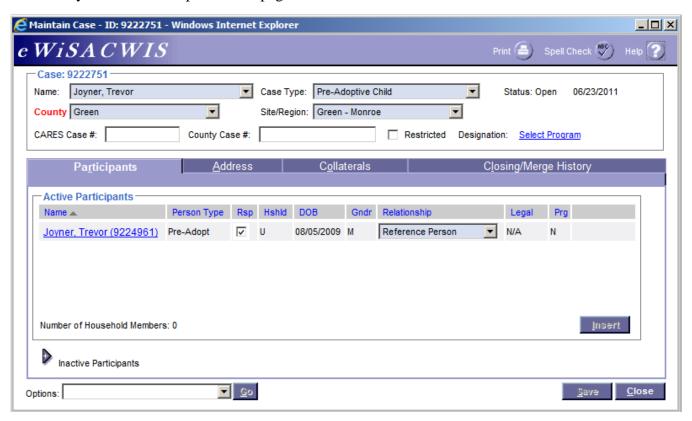
3. On the Participant Status page, select TPR from the Reason drop-down. Enter the Effective Date, **which must be the TPR date**. In the New TPR Case group box, the Case Type, County, and Site/Region will pre-fill from the Maintain Case page. Once you have verified all information is accurate, click Save.
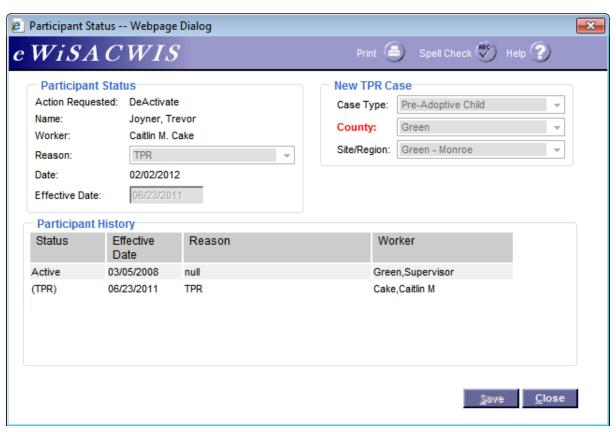


4. The following message will appear. Click the Yes button if you want to continue with the TPR process. eWiSACWIS will automatically create a new case for the child who has been TPR'd and immediately displays the Maintain Case page for the new case.

5. The Maintain Case page will appear for the new Pre-Adoptive Child case. Click Close. This will return you to the Participant Status page.
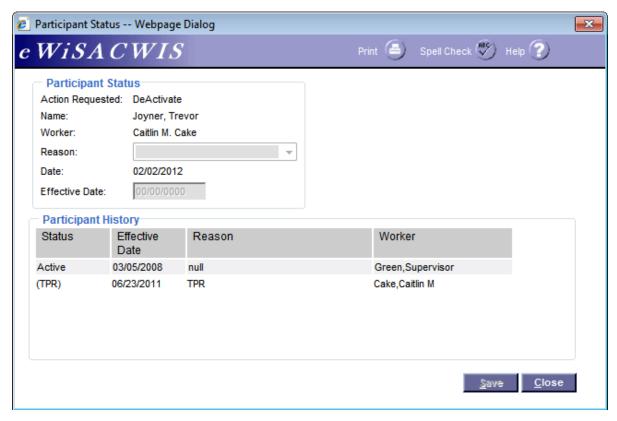


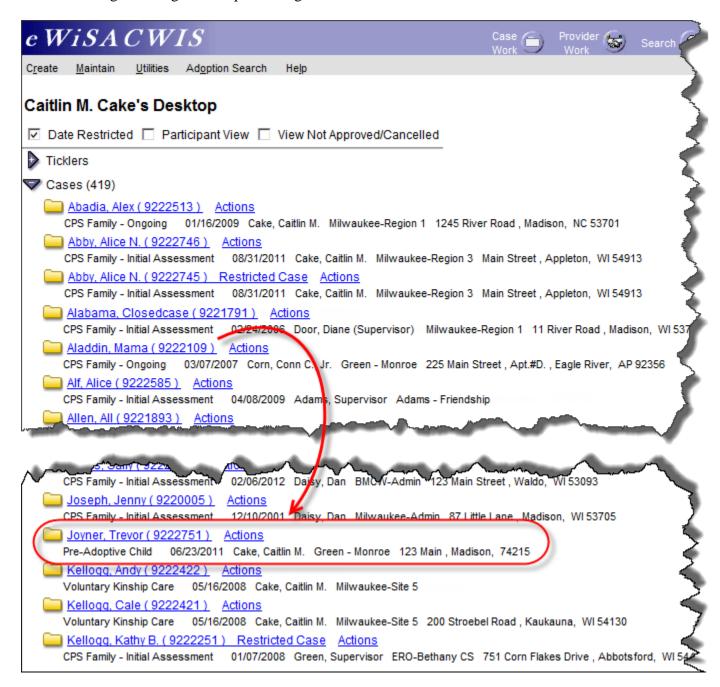6. Click Close on the Participant Status page.

7. The Maintain Case page for the bio case will display Status of "(TPR)" for the child in the Inactive Participants group box. To access the Participant Status page, click the TPR hyperlink.



8. The Participant Status page will open and will display the TPR date. Click Close on the Participant Status page and click Close on the Maintain Case page to return to the desktop.

9. The child's new Pre-Adoptive Child case will appear on the desktop immediately after the above steps are completed. Review the case values to make sure they are correct. Make sure Pre-Adoptive Child is selected for the Case Type. Make sure the County field reflects the county in which the TPR occurred. The information specific to the child in the family case will be copied over to the child's case through overnight batch processing.



*If a child in a CPS family case is TPR'd and adopted through a private agency, the child should be deactivated from the family case in eWiSACWIS at the time of TPR. The fact that there was a private TPR should be documented in eWiSACWIS through a case note. Case managers should not TPR the child in eWiSACWIS and create a Pre-Adoptive Child case. If the child was not in an out-of-home placement, then a discharge reason is not necessary. When deactivating the child, do not use the reason of 'Transfer of Guardianship.' The reason of 'Other' should be used for deactivation.**